

D R A F T (HEP:rf 19 Nov 71)

MEMORANDUM FOR: DDP/CI Staff

ATTENTION : Chief, Research and Analysis Staff

STATINTL

INFORMATION : DDP/RMO

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SUBJECT : Destruction of Hard Copy Accounting Files
That Have Been Converted to Film During
Test Microfilm Project by Office of Finance

REFERENCES : A. Memo fr DD/S to DD/P dtd 25 Aug 71
(DD/S 71-3358), Subject: Long Term
Retention of Certain Office of Finance
Records

B. Memo fr DD/P to DD/S dtd 14 Oct 71,
Subject: Long Term Retention of Certain
Office of Finance Records

C. Memo fr DD/S to DD/P dtd 17 Nov 71
(DD/S 71-3985) Subject: Long Term
Retention of Certain Office of Finance
Records

1. As a part of the staff work that went into the preparation of references A and C, Office of Finance undertook a test filming project of selected field accounting records to determine feasibility and cost of filming this collection. Documents selected for this test filming project consisted of recent station accountings (years _____) from Saigon, [REDACTED]. We have not filmed any of the documents over 12 years old mentioned in references.

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2. During this test filming project we converted approximately 110 cubic feet of these files to 16 mm cartridge microfilm. This film has been verified and meets the Office of Finance opera-

-2-

STATINTL

tional and legal requirements for records retention of these documents. We now intend to destroy the hard copy of these documents which have been converted to acceptable microfilm. In so doing we have assured [] of your staff, during his visit to inspect our film on _____ that Office of Finance will be able to provide appropriate reference service to this film to meet any future CI research requirements on the portion of the collection that has been filmed. We therefore request that you consider this memorandum our formal coordination with CI for the destruction of the hard copy of documents filmed during this test film project. We intend to destroy this 110 feet commencing 10 December unless we hear from you prior to that date.

3. The DD/S response to the more basic issues on the subject of DD/P retention of these records is contained in reference C. I would be pleased to provide you a detailed analysis on what we have found it would cost in dollars and manpower to convert those records over 12 years old to film, should this be your only alternative if these records are to be retained by the DD/P.

[]
Executive Officer

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